



Supervisor - Warehouse

Details

Job ID : 353

Title : Supervisor - Warehouse

Job Code : 1116

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR RELATED FIELD

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISE STAFF
- ASSIGN JOBS TO STAFF
- OVERSEES WAREHOUSE OPERATIONS
- SCHEDULES OFFICE MOVES
- ORDERS NEW FURNITURE FOR PROJECTS AND STOCK
- COORDINATES FURNITURE LAYOUT AND DESIGN IN JUDICIAL FACILITIES
- COMMUNICATIONS WITH COURT PERSONNEL TO IDENTIFY PROBLEMS
- OTHER DUTIES AS ASSIGNED